

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411  
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

**Council Tax Discount/Exemption Application -  
Members of Visiting Forces and their Dependants** **14/P**

|                      |  |
|----------------------|--|
| Your postal address: | Address of property if different to postal address:<br><br>Council Tax Account Number (if known) |
|----------------------|--|

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount.

**Please read the attached before you fill in the rest of this form.**

2. Do the person/persons meet the Conditions in the attached guidance notes? Yes   
No

3. If yes, please supply the following details:

Person/s Full Name:

Full name of any dependants of this person aged 18 or over who also live in this property:

Name and contact address of the Visiting Force to which the person belongs:

**Please attach a letter or documents confirming your status as a member of a visiting force.**

4. I declare that the information I have given is correct to the best of my knowledge.

|                         |            |       |
|-------------------------|------------|-------|
| Name:                   | Signature: | Date: |
| Daytime contact number: |            |       |

The information you give will only be used for the purposes of Revenues & Benefits administration. The Council Tax Office may need to check the information given.

**You must tell the Council Tax section of all changes which may affect your right to a discount.  
Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.**

## Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we can reduce your bill by half.

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able to reduce your bill.

## How to apply for a discount

*People are not automatically disregarded.*

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

*Disregard type 14*

## Members of Visiting Forces and their Dependants

We do not count people who have a relevant association with a qualifying visiting force.

A person has a relevant association if he or she is:

- a member of that force, or a member of a civilian component of that force
- a dependant of a member, provided that the dependant is not a British Citizen or normally lives in the UK.

If your home is occupied only by members of visiting or their dependants, you may not need to pay anything. There is more information in the exemption Information leaflet. You can get a copy from any of our offices.

## Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

## How to apply for an exemption

*Exemptions are not given automatically.*

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

*Exemption type P*

## Properties that are lived in by visiting forces

---

A home is exempt which:

- is lived in by a member of a visiting force **or**
- is lived in by the dependants of a member of a visiting force if they are not British Citizens or they do not normally live in the United Kingdom, **and**
- they would be liable to pay Council Tax.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example someone else moving in or the property is sold.